

# NRTR Quality Assurance Checklist

|    | Project:   | Reviewer 1                          | Reviewer 2 |
|----|--|-------------------------------------|------------|
| 5  | <b>Cover &amp; Format</b>  | Y, n/a, or row # and comment at end |            |
| 6  | Cover follows template.  |                                     |            |
| 7  | Header STIP and County Correct.  |                                     |            |
| 8  | Footer Page Numbers Correct.   |                                     |            |
| 9  | Document font follows template.  |                                     |            |
| 10 | Ensure Table Numbers are consecutive and correct.  |                                     |            |
| 11 | <b>1.0 Introduction</b>  |                                     |            |
| 12 | Project description correct.   |                                     |            |
| 13 | Bridge Number/Road Name/STIP No/County Correct.  |                                     |            |
| 14 | <b>2.0 Methodology</b>   |                                     |            |
| 15 | Dates of fieldwork (T&E Surveys, JD, etc.) included.   |                                     |            |
| 16 | Water resource verification status.  |                                     |            |
| 17 | <b>3.0 Terrestrial Communities</b>   |                                     |            |
| 18 | Number of terrestrial communities matches table.   |                                     |            |
| 19 | Dominant species in table have correct scientific name.  |                                     |            |
| 20 | Individual communities total correctly in Table 1.   |                                     |            |
| 21 | <b>4.0 Protected Species</b>   |                                     |            |
| 22 | Biological conclusions for aquatic and bat species are NOT rendered unless a survey memo with a BC has already been completed and provided by the Environmental Coordinator. |                                     |            |
| 23 | IPaC species listed are accurate for the project study area.   |                                     |            |
| 24 | Only species listed as Threatened, Endangered, or Proposed in IPaC are listed in the table.  |                                     |            |
| 25 | Table footnotes only include relevant abbreviations.   |                                     |            |
| 26 | Biological Conclusions in table match the Biological Conclusions in the body of the NRTR.  |                                     |            |
| 27 | Biological Conclusions contain: clear description of suitability of observed habitat.  |                                     |            |
| 28 | Biological Conclusions contain: survey methodology (walking, etc.?), survey dates, duration, visit to known occurrence.  |                                     |            |
| 29 | Biological Conclusions contain: Statement on the results of the survey.  |                                     |            |
| 30 | Biological Conclusions contain: Known records from NHP.  |                                     |            |
| 31 | BSG Species either states 1-will be provided by BSG, 2- See survey memo dated.   |                                     |            |
| 32 | Critical Habitat present within Project Study Area for T,E, or P species is identified.  |                                     |            |
| 33 | BGPA: If water bodies present, was survey conducted? If so, is date of survey included?  |                                     |            |
| 34 | EFH: If present is table accurate?   |                                     |            |
| 35 | <b>5.0 Water Resources</b>   |                                     |            |
| 36 | Drainage Basin is correct.   |                                     |            |
| 37 | HUC is correct.  |                                     |            |
| 38 | Number of streams in text matches number of streams in table.  |                                     |            |
| 39 | Verify Map ID uses stream names or SA, SB for unnamed features.  |                                     |            |
| 40 | Lakes with NCDWR Index Nos are in Streams Table, surface waters without names are in Surface Waters Table.   |                                     |            |
| 41 | Verify correct Index Number and Best Usage Classification.   |                                     |            |
| 42 | Streams in study area or 1 mi. downstream (straight-line distance) of 303d, HQW, WS I&II or ORW are identified.  |                                     |            |
| 43 | Date of most recent Final 303(d) list is correct.  |                                     |            |
| 44 | Number of surface waters in text matches number in surface water table.  |                                     |            |
| 45 | Total acreage is correct sum of individual surface waters.   |                                     |            |
| 46 | Tributaries to WOTUS are in Surface Water Table, if appropriate.   |                                     |            |

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|-----|---|------------------|
| 47  | <b>6.0 Regulatory Considerations</b>  |                  |
| 48  | Stream Table contains: perennial/intermittent, map ID is same as found in previous Table, length, mitigation, buffer, SAM Info.   |                  |
| 49  | Total linear feet of stream is correct sum.   |                  |
| 50  | Stream temperature is correct.  |                  |
| 51  | If no wetlands are present, a definitive statement states as such.  |                  |
| 52  | Wetland Table contains: correct nomenclature (WA, WB), NCWAM listed, 404/401 or 401, area.  |                  |
| 53  | NCWAM wetland type in Table matches wetland type on NCWAM forms.  |                  |
| 54  | Number of wetlands stated in text matches wetlands in table.  |                  |
| 55  | Total acreage is correct sum of individual wetlands.  |                  |
| 56  | Moratoria: Trout, Primary Nursery Areas, Anadromous fish, identified if appropriate.  |                  |
| 57  | If more than one stream, identify to which the moratorium applies.  |                  |
| 58  | Reference WRC Scoping letters if appropriate.   |                  |
| 59  | Definitive statement if your project is in the area, but moratorium does not apply.   |                  |
| 60  | Buffer rule statement or definitive statement there are none.   |                  |
| 61  | Section 10/Navigable waters info or definitive statement there are none.  |                  |
| 62  | Div 1-3: CAMA information or definitive statement there are none.   |                  |
| 63  | Div 1-3: Coastal Barrier Resources System info or definitive statement there are none.  |                  |
| 64  | <b>7.0 References</b>   |                  |
| 65  | References are accurate for the county/ location and are appropriate.   |                  |
| 66  | <b>Appendices</b>   |                  |
| 67  | Appendices are in the correct order: Figures, Qualifications of Contributors, Survey Reports, JD Letter.  |                  |
| 68  | <b>Figures</b>  |                  |
| 69  | Figure 1 is a Vicinity Map.   |                  |
| 70  | Figure 1 Contains: TIP, County, Description, North Arrow, Scale, and enough information to locate.  |                  |
| 71  | Figure 2 is a Topographic Map.  |                  |
| 72  | Figure 2 Contains: Major streets/highways, study area in red.   |                  |
| 73  | Figure 3 is a Terrestrial Communities Map.  |                  |
| 74  | Figure 3 Contains Study Area in red.  |                  |
| 75  | Figure 4 is a Water Resources Map.  |                  |
| 76  | Figure 4 Contains: Study area in red, streams are blue (P/I different shade of blue), wetlands are green, surface waters are present, any delineated T or E plant species boundaries if identified. |                  |
| 77  | <b>Additional Comments</b>  |                  |
| 78  | <b>Row No.</b>  | <b>Comment</b>   |
| 79  |   |                  |
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| 92  | <b>Certification</b>  |                  |
| 93  | I have reviewed this document for consistency with this checklist and confirmed all of the items have been completed.   |                  |
| 94  | <b>Reviewer:</b>  | <b>Name</b>      |
| 95  | <b>Reviewer 1:</b>  | <b>Signature</b> |
| 96  | <b>Reviewer 2:</b>  |                  |
| 97  | <b>Distribution</b>   |                  |
| 98  | Once complete, place this Checklist as the first page of the Draft NRTR.  |                  |
| 99  | Place the Draft NRTR on SharePoint in the Natural Environment Library: NE Topic: Consultant Submittals. Key NE: None.   |                  |
| 100 | If ECAP managed, create ETRACS request for "NRTR/Addendum Review"   |                  |